

# Town of East Hampton, CT

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# Annual Report

## Fiscal Year 2008-2009

*At the May session of the General Assembly, 1791, a resolution was passed authorizing the towns of Chatham and Colchester to erect a bridge over the Salmon River, which runs for a very short distance through the southeastern part of Chatham, and is known as Comstock's Bridge. ~ History of Middlesex County, 1635-1885*



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## Manager's Message

To the Honorable members of the Town Council, Board of Finance and Citizens of East Hampton:

It is a both a pleasure and honor to submit this 2008-2009 Annual Report of the Town of East Hampton. Within this report you will find an exciting accounting of the activities of the town agencies and departments for the fiscal year. We've had a tremendous year!

I will also take this opportunity to thank all of you for your continued support. Our elected leaders, our appointed members of town boards, commissions, and committees, and the many other volunteers we depend upon for the operations of our local government have worked really hard this past year. They have made tremendous progress in moving our Town forward and improving the quality of life for all of us. I also need to thank our dedicated employees for their strong commitment to public service and their willingness to work together to enhance the sense of community. These dedicated professionals are continually working to improve the quality of service that our local government provides to its citizens.

East Hampton is a special place! We are blessed with significant natural resources within our boundaries including Lake Pocotopaug, the Salmon River, State Forests, and many other natural features that make our town both unique and inviting. We also have a rich history of progress and improvements that mark the success of our residents through time. As a small town we enjoy the benefits of our villages including; Cobalt, Middle Haddam and East Hampton that give us a sense of place and great opportunities for residents to enjoy a rural/suburban lifestyle unmatched in New England.

East Hampton's finances are well managed and our tax rates compare favorably with other communities our size. Conservative fiscal management coupled with innovative management practices among our operating departments has allowed us to deliver efficient, cost effective services to our residents. Under the stewardship of the Board of Finance, Town Council and our professional Finance Director, our Town, in one of the worst economic times in decades, was one of only a few throughout the country to enjoy a double bump in its bond rating, a two step bond rating upgrade from A+ to AA . Our capital improvement program is geared to providing an effective prioritization of annual and projected needs over the next five years, with a heavy emphasis on road rehabilitation and repair. Our bridge on Main Street was completed; blighted properties such as the old water tower were demolished, and the pump house was renovated. Significant work on roads and sidewalks has been accomplished and even a new technology to reclaim roads at 2/3 the cost and in half the time was tested (we will see more of this next year). The streetscape, the town wide beautification and wayfinding signage programs are updating our worn out infrastructure and enhancing the image of our community. East Hampton has completed many large capital improvement projects over time, while maintaining reasonable debt service levels and retaining appropriate reserves as recommended by our investment advisors to secure very favorable interest rates when we go to the bond market. Prudent fiscal management by our professional staff and fiscal planning by our elected leaders has positioned the town to prepare for major new capital initiatives for the long term benefit of our community in the ensuing years.

Continued...

# Town of East Hampton Annual Report, Fiscal Year 2008-2009

(Manager's Message, Continued)

Our public safety agencies continually strive to keep East Hampton safe for our residents and their dedication to their mission is notable. Our police department leads the nation in solving strings of burglaries. They solved a five year old homicide case. And, even brought home "Socks" the kitten to the four children who were distraught when their four month old kitten was stolen in a home burglary. We are also particularly fortunate for our fire and ambulance department volunteers who put their lives on the line in service to the community each and every day.

Our library was only one of a few throughout the entire country to be selected to participate in a national program and continues to serve thousands of customers annually. The youth programs at the library are some of the best in this State. Our senior center is positioned for growth and our newly formed Commission on Aging is mobilizing to make it one of the best senior centers in the State.

Our building, environmental and community planning divisions have been hard at work. The Town received a \$50,000 grant to study the possible adoption of an "affordable housing incentive zone." In addition, they updated the Plan of Conservation and Development to include an implementation schedule. Our environmental department has submitted a grant request to the State and Federal government for upwards of \$300,000 to begin the work necessary to improve our Lake.

Our many volunteer commissioners can be extremely proud as well! The Brownfields Redevelopment Agency has secured over a million dollars for the assessment and environmental clean-up in our Village Area. Our Conservation-Lake Commission has completed a two year study that lays the foundation to improve our Lake. The Water Development Task Force (after 40 years of long hard work) has secured a permanent water source for the Town guaranteeing upwards of 1,000,000 gallons a day of fresh clean water for decades to come. The Clean Energy Task Force is at the forefront of moving our strategic energy conservation program forward and our Parks & Recreation Advisory Board has completed a Sears Park Improvement plan that could significantly enhance our soon to be 100 year old beach front park.

There are several other significant highlights and accomplishments in this report and I encourage you to take the time to read it. If you require additional information, do not hesitate to contact my office. We welcome you to stop in any time, or better yet, volunteer to help...there is much work to be done!

To our citizens and civic leaders, I thank you for being a part of a great family oriented community, East Hampton, and for all that you do to support our community that we are all proud to call our home.

Best Regards,  
Jeffery J. O'Keefe, Town Manager



*Growing and Prospering Since 1767*





# Town Services

## Now and Then

When entering East Hampton on Route 66 or 16, residents and visitors alike are greeted by a large scale sign that speaks to our community's civic and volunteer traditions.

Our civic and volunteer groups collectively spend thousands of hours each year working to improve our community's quality of life. Whether it be raising funds to help improve our lake and park; promoting local history, literacy, arts & culture, or youth activities; helping the blind or visually impaired, or raising funds for our neighbors in need -- our citizenry regularly expresses its can-do spirit.

### Town Administration and Governance

Town Manager	Call 267-4468
Town Council	Call 267-4468

### Home or Business

Deed for Properties	Call 267-2519
Tax Assessments	Call 267-2510
Tax Collections	Call 267-2300

### Family

Birth, Marriage, Civil Union, Death	Call 267-2519
Dog Licenses	Call 267-2519
Elderly Services/Municipal Agent	Call 267-4426
Food Bank Office	Call 267-6124
Library Services	Call 267-6621
Probate Court Judge	Call 267-9262
Recreational Services	Call 267-6020
Senior Center Services	Call 267-4426
Senior Housing	Call 267-8498
Social Services	Call 267-6124
Youth & Family Services	Call 267-9982

### Public Schools

Superintendent of Schools	Call 365-4000
Memorial School Office	Call 365-4020
Center School Office	Call 365-4050
Middle School Office	Call 365-4060
High School Office	Call 365-4030
Guidance Department Office	Call 365-4031
Support Services Office	Call 365-4009

### Leisure Activities

Library Services	Call 267-6621
Recreational Services	Call 267-6020
Sears Park Stickers	Call 267-6020
Senior Center Services	Call 267-4426
Sports Licenses	Call 267-2519
Youth & Family Services	Call 267-9982

### Public Safety

#### Emergency

Ambulance Information	Call 537-3415
Civil Preparedness	Call 267-4468
Fire Marshal	Call 267-0088
Dog Warden or Dog Pound	Call 267-9922 or 267-8810

#### Local Police (non-emergency)

#### Fire Departments:

Co.#1 (Barton Hill) Office	Call 267-2198
Co.#2 (Cobalt) Office	Call 267-4226
Co.#3 (White Birch) Office	Call 267-8217
State Police (non-emergency)	Call 347-4333 or 537-2321

### Planning, Zoning, Building, Health

Building Permits	Call 267-9601
Building Inspector	Call 267-9601
Conservation Building	Call 267-9601
Fire Marshal	Call 267-0088
Health & Sanitation	Call 267-9601
P&Z Administrator	Call 267-9601
Wetlands Building	Call 267-9601

### State and Local Roads

Public Works	Call 267-4747
State Highway Department	Call 295-9040

### Water and Sewer

Water Pollution Control Authority	Call 267-2536
Health & Sanitation	Call 267-9601

# Town Council Report

Reporting Period : July 1, 2008 to June 30, 2009

Pictured Left to Right : William G. Devine, Thomas M. Cordeiro, Christopher J. Goff (Vice-Chair), John W. Tuttle, Melissa H. Engel (Chair), Scott A. Minnick, Susan B. Weintraub



## Highlights by Month

**In July**, the Town Council approved the contract for new Town Manager, Jeffery O'Keefe, who will begin work on September 1, 2008. The Town Council heard a presentation on Project Graduation and provided their endorsement of the program along with the Board of Education. The Council endorsed the Goff House and encouraged the placement of the legislative bond authorization for the Goff House onto the Bond Commission's agenda. The Council approved a resolution supporting the application for a grant for elderly transportation and approved a bid for a new police cruiser to Crowley Ford.

Continued...



# Town of East Hampton Annual Report, Fiscal Year 2008-2009

(Town Council, Continued)

**During August,** the Town Council sent the Tax Exemption on Farm Buildings Ordinance to a public hearing. The Council approved an assessment deferral for Theater Square LLC for a period of two years. The Streetscape project was awarded to Morais Concrete Services, Inc. of Ludlow, Massachusetts. The Council voted to form the Clean Energy Task Force and accepted their goals and membership. Several bids were approved during this month including; a bid award to Hugo Key & Sons of Newport, Rhode Island for phase I of the Flanders Road Project; a bid award to Security Specialist for security system upgrades for the schools; two bid awards to Accurate Door & Window, LLC for security door installation and improvements at the schools and for door replacement at the High School; and a bid award to Haz Pros for lead removal and stabilization and for painting at the Board of Education office.

**In September,** two Public Hearings were held to discuss an ordinance to create the Commission on Aging and another to discuss a Farm Exemption Ordinance. At the first regular meeting in September the Council welcomed Jeffery O'Keefe to his first official Town Council meeting as the new Town Manager. The Council also congratulated Nancy Hasselman on being appointed Collector of Revenue after a trial period in that position. A special presentation was given by Dan Wolfram, Chairman of the Brownfields Steering Committee, on the EPA Assessment Grant Consultant Recommendation. The Council voted to accept the recommendation of Metcalf and Eddy as the consultant on the EPA Assessment Grant project and authorized Mr. O'Keefe to sign the contract. At the second regular meeting in September, the Council voted to approve the farm building ordinance exemption and voted in favor of a recommendation from the Lake Commission to cancel the stocking of walleye for the year. Two bid awards were approved; the first for the relocation of the sewer main on Bevin Boulevard and the extension of the water main on Skinner Street to Provost Excavation, LLC and the second for the drainage improvements to the unimproved portion of Quiet Woods Road to Sylvester Construction.

**During the month of October,** the Town Council voted to support the Town Manager and Parks & Recreation for their plans to prepare a Sears Park Master Improvement Plan. An expenditure was approved from the Town Manager's budget to perform a functional assessment of boards and commissions by an outside consulting firm. The Facilities Implementation Task Force was created to investigate the findings

of the East Hampton Facilities Sub-Committee and make recommendations to the Council. A resolution was accepted in support of Attorney General Richard Blumenthal's actions against the Department of Homeland Security's proposed Plum Island Facility. The Council authorized the submission of a grant application under the Housing for Economic Growth Program for a Workforce Housing Grant. The Housing Authority's Payment in Lieu of Taxes (PILOT) was reduced to 5% of rent minus utilities for 2009-2010. A transfer of \$45,000 from the Town's Contingency Fund to the Capital Reserve Fund to be used by the Facilities Implementation Task Force for continued work on the facilities plan implementation. A contract was awarded for Town Hall copiers to A&A Office Systems. At a Special Meeting in October, the Council voted to sign a proposal from Milone & MacBroom, Inc. to provide an aquifer stress test for the Belltown Place proposal located off South Main Street and to sign an agreement to own and operate the public water system at Belltown Place designed to serve the number of occupants which can be adequately supplied with water without unreasonably impacting neighboring wells as recommended by Milone & MacBroom, Inc.

**In November,** the Council approved a contract with Friar Associates for the East Hampton Feasibility Study – Phase 2. The Senior Tax Initiative Task Force was created to investigate a Senior Tax Initiative Ordinance. Several new roads were accepted including Pocotopaug Drive, Island View Terrace, Auburn Knoll, Hyde Farm Terrace and Anderson Way. The Council created the Lake Improvement Implementation Task Force to begin to address some of the problems identified with the Lake.

*Continued...*



# Town of East Hampton Annual Report, Fiscal Year 2008-2009

(Town Council, Continued)

**The month of December,** due to the holidays, was a light month for Council with only one meeting held. Members were chosen for the Lake Improvement Task Force. Discussions were held on the Budget Policy Statement, streetlights and road projects. The Council was provided a copy of the proposed water regulations for new developments for their input.

**January began** with the approval of the Budget Policy Statement. The Council approved the sticker fees for Sears Park for the 2009 season. The contract was awarded for the architectural and master planning services for improvements to Sears Park to Ferrero Hixon Associates, LLC. Contracts were awarded to J. Associates Architects for design work to improve the fire pump building at 3 Walnut Avenue and to Eagle Environmental, Inc. to complete the pre-demolition survey at that location. A bid was awarded to Lindquist Builders Supply to provide seven ADA automatic door openers for the Community Center/Senior Center/Library. A presentation was given by Scott Ekman of Ekman Consulting on the results of the Functional Assessment of Boards and Commissions.

**In February,** a Special Meeting was held with the boards and commissions that have recommended action in the Functional Assessment of Boards and Commissions. A Public Hearing was held to discuss a proposed ordinance for a Property Tax Freeze for Certain Elderly Homeowners. The Council voted to approve this ordinance during their regular meeting. The Council took action on several recommendations of the Functional Assessment of Boards and Commissions including not disbanding the Ethics Commission, combining the Brownfields Steering Committee and the Redevelopment Agency, combining the Conservation Commission and the Lake Pocotopaug Commission, sunsetting the Streetscape Committee when the project is complete, creating an internal Town Hall Design Review Committee and sunsetting the current Design Review Board once the Design Review Guidelines are adopted. The Council also voted to adopt and implement all of the operational recommendations of the study. Contracts were awarded to L. Wagner and Associates to assist the town in preparing grant applications for the State's Small Cities Community Development Block Grant Program and to Planimetrics, LLC to perform an affordability study pursuant to the DECD grant. A Public Hearing was held regarding the Additional Appropriations Ordinance however, no action was taken on this item. The Council voted to approve an easement on the property of American Distilling and set a town meeting date for a vote. The Lake Implementation Task Force was sunset. The spellings of three streets in town were clarified; Collie Brook Road, Day Point Road and Spellman Point Road. These spelling will be placed in the land records.

**During March,** a Public Hearing was held to review proposed changes to the Redevelopment Agency Ordinance to create the Brownfields Redevelopment Agency. The Council then voted to approve the revised ordinance. Approval was given for the application of a Historic Documents Preservation Grant through the Connecticut State Library. A presentation was given by Friar Associates to present the three top priorities for the facilities plan. Due to grant deadlines, Council pre-approved contracts for the hazardous materials removal/building demolition and the exterior improvements/asbestos removal at the fire pump building at 3 Walnut Avenue.



## Now and Then

Walnut Avenue fire pump building (left) transformed from dilapidated to useful structure and surroundings transformed from brown to green.



# Town of East Hampton Annual Report, Fiscal Year 2008-2009

## (Town Council, Continued)

In April, a Public Hearing was held for a proposed project for Senior Center Renovations that will be included in an upcoming Small Cities Community Development Block Grant through the Connecticut Department of Economic and Community Development. At the regular meeting, the Council approved the submittal of the grant application. The Council voted to adopt the 2009-2010 budget and set the town meeting and referendum dates. A contract award was approved for Business Automation Services, Inc. for the purchase, installation and implementation of automated building permitting software.

During May, a Public Hearing was held to review an ordinance creating the combined Conservation-Lake Commission. The Council adopted the Conservation-Lake Commission ordinance at their regular meeting. Since the first proposed budget was voted down, the Council approved a revised budget for 2009-2010 and set new town meeting and referendum dates. A temporary skate park was approved to be located at Sears Park. A Public Hearing was held to abolish the current Lake and Conservation Commissions. Probate Judge Anne McKinney provided a presentation regarding the proposed bill to consolidate probate courts in Connecticut. The Council approved a resolution in support of the consolidation of the East Hampton, Portland and East Haddam probate courts.

In June, the Council voted to adopt the ordinance to abolish the current Lake and Conservation Commissions. A bid was awarded to Vision Appraisal for the purchase of Computer Aided Mass Appraisal (CAMA) software for the Assessor's Office. Red McKinney spoke about Old Home Days and the Council approved the town paying the cost of police coverage. The Council also approved the water system operating budget.



### Now and Then : Sears Park

Most of the land on which Sears Park sits was formerly owned by the Sears Family who in May 1910, selflessly gave the land to the Town for use as a local park. The Park has for almost 100 years served as an active place for recreational and community-based activities for all ages. The Park has been expanded four times; taxpayers and civic/volunteer groups have funded many improvements. A Master Plan, or blueprint for the Park's future was published in May 2009.

# Town of East Hampton Annual Report, Fiscal Year 2008-2009

## The Financial State of the Town

### FINANCE DEPARTMENT REPORT, Jeffery Jylkka, Finance Director

The Finance Department is responsible for providing timely, accurate and relevant budgetary and financial information to our citizens, customers and to various boards and assures compliance with established accounting standards. The department is committed to enhance services to our customers through innovative ideas and to think creatively on ways to operate more efficiently. The department also maintains the general ledger, accounts payable and payroll systems.

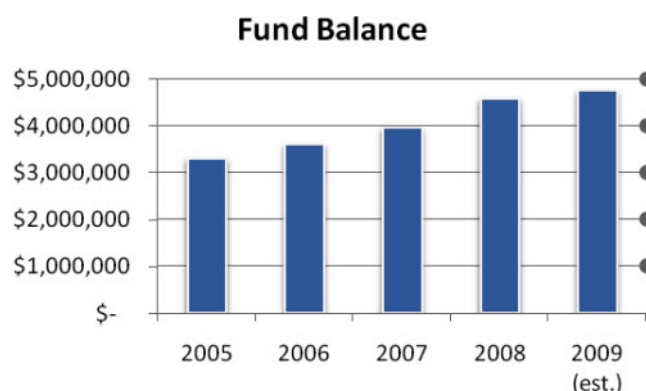
#### Financial Highlights (Unaudited)

The fund balance of the Town's general fund increased by \$180,000 during the current fiscal year. The key factors in this increase were due to the following:

- Actual expenditures were \$571,996 less than budgeted. The major cause for this favorable variance was staff turnover and vacant positions.
- Actual revenues for investment income and fees fell below estimates by \$390,406. This shortage was in direct relationship to the economy.

The general fund is the chief operating fund of the Town. At the end of the current fiscal year, unreserved undesignated fund balance of the general fund was \$4,751,000. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures and transfers out. It must be recognized that a fund balance based on a modified accrual basis for revenues is different from a cash basis form of accounting in that the latter reflects monies "in hand" and available for spending. The fund balances presented include accounts receivable for revenues which are accrued but for which cash has not been received, and accounts payable on expenditures which are recorded but for which cash has not been disbursed.

Unreserved undesignated fund balance represents 12.9% of total general fund expenditures and transfers out for the fiscal year ending June 30, 2009.



## SYNOPSIS OF GENERAL FUND REVENUES AND TRANSFERS

Revenues	2008-2009 Revenues (Unaudited)	2007-2008 Revenues	Change
Taxes	\$ 26,899,116	\$ 25,728,961	\$ 1,170,155
Intergovernmental	9,640,555	9,358,984	281,571
Licenses & Permits	356,159	672,332	(316,173)
Investment Income	140,167	278,654	(138,487)
Miscellaneous Income	112,569	96,528	16,041
Other Financing Sources	---	---	---
<b>TOTAL</b>	<b>\$ 37,148,566</b>	<b>\$ 36,135,459</b>	<b>\$ 1,013,107</b>

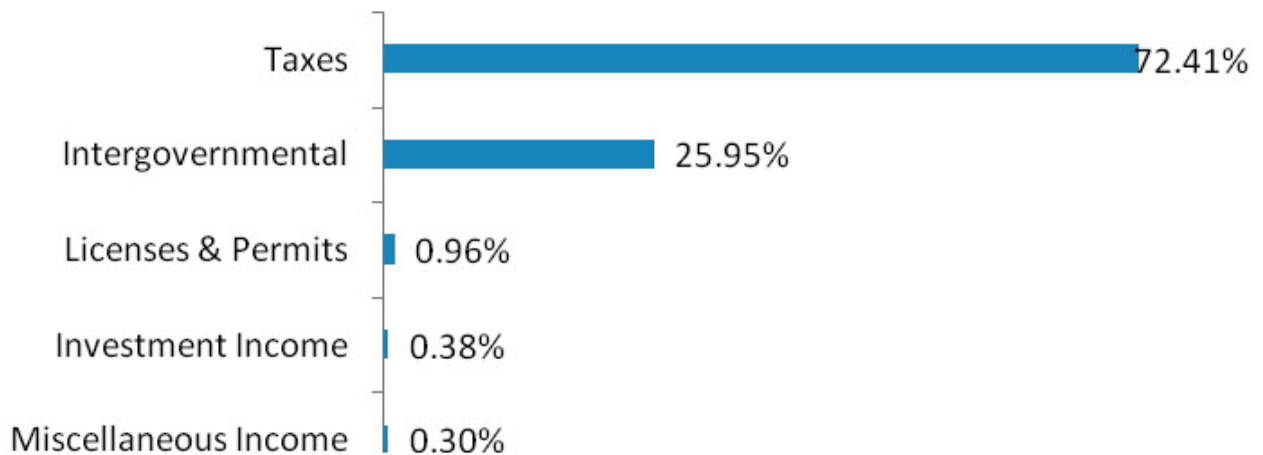
# Town of East Hampton Annual Report, Fiscal Year 2008-2009

Finance Department, Continued

Where the money came from

## 2008-2009 Revenues (Unaudited)

% of Total



## SYNOPSIS OF GENERAL FUND EXPENDITURES AND TRANSFERS

	2008-2009 Expenditures (Unaudited)		2007-2008 Expenditures		Change
General Government	\$	2,957,204	\$	2,991,029	\$ (33,825)
Public Safety		2,038,084		1,878,191	159,893
Public Works		1,857,134		1,736,436	120,698
Regulatory		393,046		321,864	71,182
Civic and Human Services		1,233,756		1,198,700	35,056
Education		25,220,711		23,885,346	1,335,365
Debt Service		1,910,926		1,983,253	(72,327)
Operating Transfers		1,357,226		1,513,973	(156,747)
<b>TOTAL</b>	<b>\$</b>	<b>36,968,087</b>	<b>\$</b>	<b>35,508,792</b>	<b>\$ 1,459,295</b>



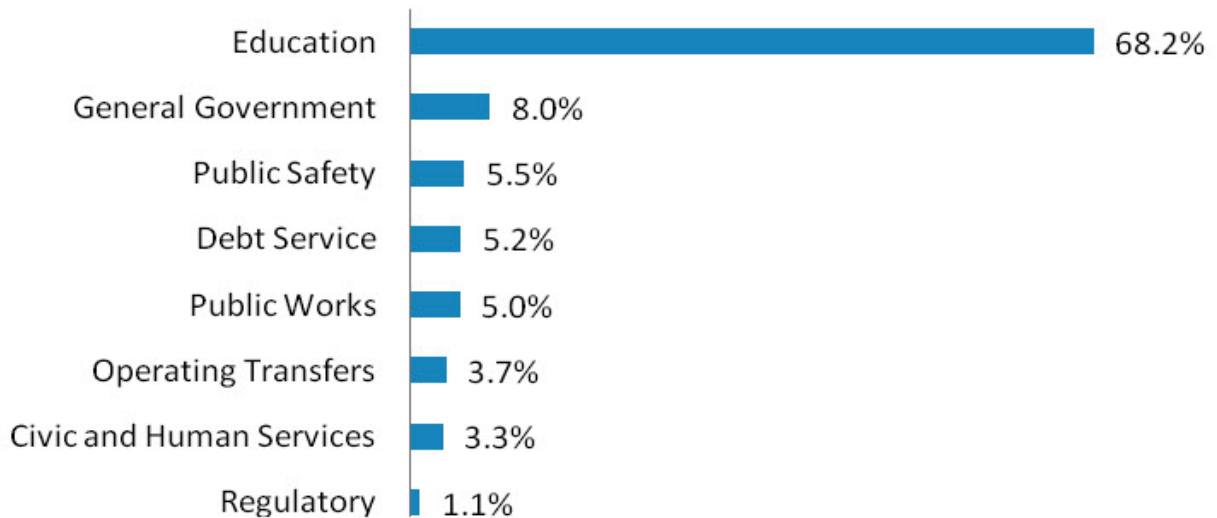
# Town of East Hampton Annual Report, Fiscal Year 2008-2009

Finance Department, Continued

Where the money was spent

## 2008-2009 Expenditures (Unaudited)

% of Total



### GENERAL FUND BUDGETARY HIGHLIGHTS

During the year there was a \$45,000 transfer from the general fund contingency account to the capital reserve fund. This transfer provided funding to continue architectural work relating to facilities study.

### LONG-TERM DEBT

At the end of the current fiscal year, the Town had total bonded debt outstanding of \$10,511,516. The total debt is backed by the full faith and credit of the government.

The Town's total debt increased by \$1,315,453 or 14.3% during the current fiscal year. The key factor for this increase was due to scheduled debt payments (\$1.670M) and the issuance of new debt (\$2.985M).

In April 2009 Standard & Poor's Ratings Services raised the Town's debt rating two notches to 'AA' from 'A+' based on its assessment of the town's historical trend of financial stability and continued maintenance of a favorable debt profile.

State statutes limit the amount of general obligation debt the Town may issue to seven times its annual receipts from taxation, as defined by the statutes. The current debt limitation for the Town is \$188 million, which is significantly in excess of the Town's outstanding general obligation debt.

# Town of East Hampton Annual Report, Fiscal Year 2008-2009

## Departments and Programs

# Administration and Finance

### TOWN CLERK

Sandra M. Wieleba, C.C.T.C.

### Roles and Responsibilities

The Town Clerk's Office maintains all public records and town information so that each record is easy to locate and preserved for future generations.

The Town Clerk's Office is responsible for recording all land related records; filing maps and surveys, liquor permits, trade name certificates, veteran discharge papers, sexton returns; issuance of marriage and civil union licenses, and burial permits; certifying and issuing copies of vital records – birth, marriage and death -- issuing dog and kennel licenses and sports licenses, absentee ballots, as well as being the repository for meeting agendas and minutes. The Town Clerk's office is also the official keeper of the Town Seal. Most of the duties of the Town Clerk are governed by State Statute and East Hampton's Town Charter.

- Purchased CG TermTracker™ which is another software program used to manage the terms of our members on the town's boards and commissions. CG TermTracker™ can print standard reports which include group term history, expiring terms, active members as of a specific date, a member's term history on all commissions in which he or she served, etc. or custom reports which are designed by our vendor based upon Town needs.

In addition, our office also applied for and was awarded a \$5,000 Historic Preservation Grant from the State of Connecticut for fiscal year 2009/2010 to continue the re-indexing project of our oldest land records.

### Revenue Generated and Grants Received

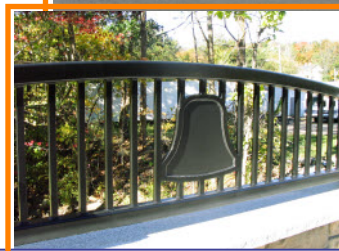
The Town Clerk's office is a major collector of revenue for the State of Connecticut as well as for the Town. In fiscal year 2008/2009, the office collected approximately \$113,780 in revenue for the State and \$235,897 for the Town consisting of funds relating to conveyance taxes, historic documents and farmland preservation funds; vital records, dog and sporting licenses; land recordings and other miscellaneous services.

In addition, the Town Clerk's Office qualified and received a \$7,000 Historic Preservation Grant from the State of Connecticut in fiscal year 2008/2009, for the preservation of our public records. Below identifies how the grant was used:

- Purchased LaserFiche™, which is a software program used to scan and index documents. The Town Clerk's Office has indexed and scanned minutes as far back as 1943. This program will allow the user to easily locate a particular set of minutes and also provide a backup of the documents for preservation purposes.
- Purchased 24 minutes books and photocopied minutes from various boards and commissions previously stored in file cabinets. By photocopying the minutes onto good quality minute paper, it will preserve the text and reduce fading and further deterioration.

### Now and Then

The new Main Street Bridge replaced its crumbling and dangerous predecessor. As a structure, the new bridge is state-of-the-art and built to last. Set in a streetscape that mirrors design features seen along the central area of the Town's Route 66 corridor, the bridge also echoes our community's place in history as the bell-making capital of the world.



The bridge serves as an attractive gateway to the Village Center and to the Community Center, traveling north or south.

## Departments and Programs: Administration and Finance (continued)

### TAX ASSESSOR

Carol Ann Tyler, Interim Tax Assessor

#### Our Role: Overview of the Assessment Process

The Assessor's primary objective is to ensure that all taxable property located within the town is assessed in accordance with the Connecticut General Statutes and acceptable appraisal practices to ensure that every property owner shares an appropriate share of the local property tax burden.

To accomplish this objective, the assessor must discover, list and equitably value all real estate, personal property, and motor vehicles located within the Town of East Hampton. In addition, we are responsible for accepting, reviewing and approving various forms of tax relief. This relief may be in the form of an exemption or a tax credit.

The result of these efforts is the Grand List: a record of all the taxable and tax-exempt property in the Town of East Hampton. Section 12-55 of the Connecticut General Statutes provides that a certified Assessor must sign the Town's Grand List when it is filed by the last day of January each year, unless an extension is granted .

Property is assessed as of the October 1st at 70% of its appraised value as of 2005, the revaluation year. We are currently hearing bids from companies interested in conducting the 2010 revaluation. This process by statute must occur every five years, with a full inspection every ten years. This means that if your home was inspected in the years from 2000 through the current year, and you have made no new improvements upon the land, then your property may not need to be inspected for the October 1, 2010 Grand List.

Motor vehicles are assessed at 70% of average retail. The values are taken from the NADA (National Automotive Dealers Association) appraisal books using the October 1, 2009 values. Please bear in mind that these values listed will not reflect financial incentives that most certainly have influenced current sales. We cannot appraise values differently for vehicles that have been reduced by credit vouchers, tax incentives or other undo pricing incentives. You may think that you cannot sell the vehicle for the values given, and you are probably correct, however, statutes govern that we must value these vehicles as average retail.

Personal property is valued annually. If you own or do business in The Town of East Hampton, you must file a personal property declaration with the Assessor on or before November 1 of each year. Filing after November 1, or not filing, will incur a 25% penalty. This year the filing deadline is November 2, 2009, because November 1 falls on a Sunday. This penalty must be applied by statute. The personal property declarations will be mailed by Oct 1, 2009. If you do not receive a declaration, please call the Assessor, or stop in to pick one up. You must file this declaration whether you receive one in the mail or not. The statute states that the Assessor must also mail declarations to companies that are out of state. Therefore, it is the company's responsibility to get a declaration from the Assessor if one is not received. These declarations must be returned by mail or hand delivered. Remember, these declarations are not subject to Freedom of Information; if you do not sign the declaration, you will not be allowed to view the information. We advise anyone wishing to view this document to sign on the back of the form. Faxed or emailed declarations will be returned to the submitter.

Technology is an integral part of the Assessor's office service profile; our field cards and maps are online at <http://www.easthamptonct.gov>, where you have the opportunity to view them. Please check to ensure that they reflect the most current data and that this data is accurate. You need only to visit the town web site, town departments, Assessor's Department, scroll down a bit, and click on the GIS Mapping or the Online Real Estate Database Access. Mapping is a new web addition and it is a great tool for discovering the best information available for acreage and boundaries, other than a survey map.

Perfecting the Grand List, compiling state reports for reimbursement, Sales ratio reports for the Office of Policy and Management (for educational grants), property transfers, map updating, accepting applications for exemption and credit programs, making records available to the public, auditing personal property declarations, problem solving and attending to the ever-ringing telephone are other areas of Assessor's office responsibility.

Complete interaction with the Building Department, Town Clerk and Tax Collector is critical to complete our office functions.

## Departments and Programs: Administration and Finance (continued)

### COLLECTOR OF REVENUE

Nancy Hasselman, CCMC

The Collector of Revenue is responsible for the billing, collecting and accounting of all tax monies levied by the Town of East Hampton, and the collection and billing of all sewer use and all sewer assessment charges as imposed by the Water Pollution Control Authority. All collections proceed under State of Connecticut Statutes and Town of East Hampton ordinances. Accounting practices must be as set forth in Public Act 77-611, which outlines accounting and auditing procedures and Generally Accepted Accounting Principals (GAAP).

All taxable property based on the Grand List of 2007 became due and payable on July 1, 2008. Real Estate and Personal Property tax bills over \$100.00 were payable in two installments, July 1, 2008 and January 1, 2009. Supplemental Motor Vehicle tax bills were due January 1, 2009.

The goal of the Office of the Collector of Revenue is to bill, collect and account for all the payments due to and made to this office. Every effort is made to do so in an efficient and equitable manner. The Office has utilized the Quality Data Services Computer system and has also used postal services supplied by Pitney Bowes. There has been additional bridging between the Collector's office and the Assessor's office enabling more expedient corrections, adds/deletes, and pro-rates. Since the last annual report, staffing has changed due to the retirement of the previous Collector: instead of three full time employees, two full time employees and two part time employees now provide services to our taxpayers.

#### Tax Categories Were Billed as Followed:

5988 Real Estate Tax Bills	\$23,935,261.57
888 Personal Property Tax Bills	\$567,690.97
14,194 Motor Vehicle Tax Bills	\$2,130,876.42
2356 Supplemental Motor Vehicle Bills	\$249,268.79
<b>TOTAL DUE</b>	<b>\$26,883,097.75</b>

#### Tax Collections as of June 30, 2009:

2007 Grand list	\$26,338,550.85
Prior years tax	\$295,188.82
Interest	\$183,419.67
Liens & Fees	\$4,792.03
<b>TOTAL COLLECTED</b>	<b>\$26,821,951.37</b>

#### Water Pollution Control Authority

October 1, 2008 2641 sewer use bills	\$882,754.80	May 1, 2008 568 assessment bills	\$18,152.40
Sewer use 2005- 2008 charges paid	\$847,520.87	Sewer assessment 2006-2008 charges paid	\$11,288.98
Interest	\$13,924.11	Bond Interest and Interest	\$1,648.99
Liens and fees	\$1,550.31	Leins	\$24.00
<b>TOTAL PAID</b>	<b>\$862,995.29</b>	<b>TOTAL PAID</b>	<b>\$12,691.97</b>



#### Now and Then

Old Home Days marked its 30th consecutive year of hometown fun during the summer days of July 10-12, 2008. Old Home Days' all volunteer effort is always a summer season highlight. Old Home Day traditions date back to as early as 1910.



## Departments and Programs: Administration and Finance (continued)

### FACILITIES DEPARTMENT

Frank Grzyb, Manager

The Facilities Manager oversees the daily operation, preventive maintenance, repairs, and improvements to fifteen town buildings totaling 400,000 square feet. Additionally, he prepares and monitors the facilities component of operating budgets for the Town Hall, Town Hall Annex, Library/Senior Center/Community Center, Facilities Department, and Town Center Fire System, as well as manages the bidding, contract, and construction of all capital building projects.

During Fiscal Year 2008-2009, the Town of East Hampton utilized grant funding for the following projects:

#### Projects Funded by Grants

- Schools (all) - Security Door Installation
- Schools (all) - Security System Upgrades
- 3 Walnut Avenue - Building Demolition
- 3 Walnut Avenue - Water Tower Demolition
- 3 Walnut Avenue - Upgrades to Fire Pump Building

#### Now and Then



Our high school's curriculum-oriented greenhouse, before and after renovation.

Other major projects currently in progress or completed during the Fiscal Year are as follows:

#### Capital Improvement Projects : Completed or Ongoing

- Board of Education Offices - Lead Abatement and Painting of Building Exterior
- Board of Education – Replacement of Exterior Doors & Hardware
- Library/Senior Center/Community Center - New Telephone System
- Library/Senior Center/Community Center - ADA Door Openers
- Public Works - Garage Exhaust System
- Sears Park - Improvements to Boat Parking
- Sears Park - Improvements to Tennis Courts
- School (Center) - Interior Painting
- Schools (Memorial, Middle, and High) - Building Envelope Repairs
- Schools (Memorial, Middle, and High) - Building Automation Systems Software Upgrades
- School (High) - Greenhouse Repairs
- School (High) - Two New Aluminum Entrances
- Schools (Center, Memorial, and Middle) - New Telephone System
- Town Hall - Capital Repairs

The Facilities Department has historically identified opportunities to implement cost-saving programs and strategies for operational efficiencies and energy conservation. Continued participation in Connecticut Light & Power's (CL&P) energy conservation program is ongoing.

# Town of East Hampton Annual Report, Fiscal Year 2008-2009

## Departments and Programs

# Public Safety

## POLICE DEPARTMENT

Police Chief, Matthew A. Reimondo

The East Hampton Police Department is operationally funded for sixteen full time officers and two clerical staff. This past year, Sgt. Fitzpatrick retired after twenty two years of dedicated service to the Town.

Two new officers have joined the ranks, Officers Adam Brault and David Gionfriddo, who graduated from a twenty-four (24) week training program at the police academy. These two officers are replacing officers who have retired over the past several years.

The Department is in the process of hiring another officer to obtain full staffing levels.

### Police Administration

The Administration division has the responsibility of maintaining personnel and training records, payroll and accounting functions, providing logistical support and preparing and managing the department's budget. The Administrative Division is also responsible for conducting Internal Affairs investigations and responds to all citizen complaints.

The department continues its efforts to train sworn and civilian personnel in law enforcement and service-related topics. Sworn officers and civilian personnel will receive training in state-mandated topics, as well as training that will enhance their skills, knowledge and abilities.

Support Services process and maintain all reports produced by Police Department staff and are responsible for the maintenance and security of criminal records. The Support Services staff greet customers; answer phones; prepare a number of reports; perform data entry in regional and national law enforcement telecommunications systems; conduct background checks on arrested persons, and process all permit applications.

The automation of the police case management system provides technical assistance for the patrol force. Information from these files is provided to the field officer and assists in the analysis of crime trends and in case preparation.

The Support Services Division also files mandated State and Federal statistical crime reports and also assists in the case preparation for the State's Attorney's Office.

### Patrol/Investigations

Patrol is composed of three shifts of uniformed police officers that provide services 24 hours a day. Patrol is primarily

### Patrol... continued

responsible for responding to medical emergencies, immediate and routine service calls crime-related incidents and quality of life issues. Officers are assigned to patrol, conduct preliminary investigations, collect evidence and arrest offenders.

Other responsibilities include: facilitating the safe, expeditious movement of vehicle and pedestrian traffic; minimizing property loss; recovering stolen property, ensuring safety and protection of persons and property through proactive and directed patrol; apprehending offenders; rendering aid and advice as necessary and providing the highest level of quality service through problem solving and community-oriented policing.

The Department's mobile data computer systems are in the police vehicles to enhance officer safety. These systems integrate into the CAPTAIN system through the Capitol Region Chief's of Police Organization. The mobile data computers provide officers with the ability to perform record inquiries and a number of other related functions; e.g., DMV/license checks, wanted persons, checks Department of Corrections information and photos. All of these functions provide real time information to patrol officers out on the streets.

Officers provide to the community professional and thorough follow-up investigations of reported crime and conduct a high level of case self-initiated investigations. The division is comprised of officers that investigate crimes against persons and property involving both adult and juvenile suspects. Officers follow up on crime reports from their patrol and investigate burglaries, auto theft, fraud cases, identity theft and myriad other crime investigations.

## Departments and Programs: Public Safety (Police Department, Continued)

### Motor Vehicle Enforcement

Patrols are responsible for the enforcement of state and local traffic laws, traffic accident investigation and traffic control within East Hampton. Traffic patrols perform DUI and seatbelt checkpoints, conduct selective traffic enforcement details as required. Through the use of DUI/Safety checkpoints, focused traffic enforcement details and radar enforcement officers address high volume traffic issues and traffic-related problems that negatively impact the community. Traffic Patrols monitor compliance with Alcohol Beverage Control laws utilizing a three-prong approach. These approaches include education, awareness, and enforcement.

### Police Activity Highlights, 2008-09

Total Calls for Service	12,157	Patrol/Property Checks	280
Criminal Arrests	211	Suspicious Persons/Vehicles	433
Burglary Investigations	66	Alarms	374
Larceny Investigations	110	Medical Calls	565
Drug Investigations	17	Death Investigations	5
Sexual Assaults	0	Directed Patrol (Traffic Enforcement)	109
Criminal Mischief	63	Motor Vehicle Contacts (Total)	1,493
Protective/Judicial Orders	121	Motor Vehicle Complaints	186
Identity Theft	23	Motor Vehicle Stops	843
Administrative Services	5,255	DWI	51
911 Hang-ups	121	Motor Vehicle Accidents	242
Noise Complaints	107		

### Animal Control

Two part-time officers staff this division. Animal control is responsible for handling calls for service concerning animals and their welfare and acts as the department's liaison to animal welfare agencies. Animal Control Officers enforce municipal ordinances relating to animals including: dogs at-large, dog licensing and leash laws. They facilitate veterinary care for injured animals and provide for the safe return of loose animals to their owners. They also host an annual Rabies Clinic for low-cost immunization of dogs and cats. In order to enhance community service, Animal Control Officers will attend an advanced training during the year. **ACO Calls for Service : 261**

### VOLUNTEER FIRE DEPARTMENT

David Simko, Chairman

### Goal

The East Hampton Volunteer Fire Department's primary goal is to remove people from harm's way and to provide fire protection to the property owners within the town of East Hampton.



### Initiatives

Major initiatives are as follows:

- To maintain a trained membership and provide the best possible fire protection for the community.
- To provide manpower, equipment and expertise to extricate people from entrapment, water rescue and land based search and rescues.
- Provide Fire Prevention education to the children and the citizens of East Hampton.
- Maintain proactive and progressive fire fighting/rescue techniques.
- Work with the Fire Marshall's office to maintain a viable water system through the use of dry hydrants, throughout the town, to supply adequate water for fire suppression regardless of location. The department currently maintains 38 water sources.
- Maintain a working relationship with surrounding towns to nurture the mutual aid system.

## Departments and Programs: Public Safety (Volunteer Fire Department, Continued)

### Scope

The scope is as follows:

Fire protection and Emergency Services to the town of East Hampton is solely a volunteer effort. Governed by a Board of Fire Commissioners, the Fire Department is comprised of about sixty fire fighters, supported by ten fire police and eight junior fire fighters. The department is also supported by the Ladies Auxiliary. They maintain three firehouses in town, Headquarters on Barton Hill, Company two in Cobalt and Station three on White Birch road. They also maintain four engines, three tankers, a ladder truck, two rescue trucks, several brush units, a rescue boat and various support vehicles, seventeen vehicles in total.

### FY 2008-2009 Response

In the budget year 2008-2009, volunteer firefighters responded to 362 emergency calls exerting over 8000 man-hours in call responses alone (not including training and maintenance or paperwork). Over 120 hours of in-house training were offered to the membership as well as outside courses for specialized training and NFPA certified firefighter programs.

The department also has certified EMTs and is working to receive R1 status from the state and our town. There is no public water system in the town at this point in time. They rely on dry hydrants, tankers and our mutual aid system to supply water for large fires. There are 38 dry hydrants strategically placed through out the town.

### Major Undertakings by the Fire Department

Many hours are spent each year by members using the Fire Prevention Trailer to teach our children Fire Safety in a real live environment. At Old Home Day the trailer was available on the grounds and many people took that opportunity to go through the demonstration provided by the Fire Department members. The trailer is also used by our mutual aid departments with the help of our members.

The department is more actively using the software program Firehouse to maintain information on personnel, vehicles, gear, and incidents. This will provide better record-keeping and allow for more informed decisions.

The department played a major role in rebuilding the Walnut Ave pumping station. This provides fire hydrants and sprinklers in the center of town. A new pump and engine have been provided. The old tower was removed and the existing pond was excavated.

The members continually take on projects over and above their fire fighting duties. A forestry tanker was made from an Army truck, a fire rescue boat was created from a donated pontoon boat, a computer room was built at Company #2, a van was converted for the Fire Police, the ambulance which was donated by the Ambulance Association has been converted into a light rescue vehicle for Company #2. There are also plans to convert a donated ATV into a small all purpose vehicle.

### Undertakings... continued

The department each year has applied for FEMA grants to help obtain money for items which would otherwise not be available. The Fire Prevention Trailer and all new breathing apparatus were obtained thru these grants. The department has applied for a \$55,000 grant to obtain all new radios for all the vehicles. These radios will enable us to communicate more efficiently with our mutual aid departments and other agencies in town.

The largest problem facing the Fire Department is the aging of the fleet of vehicles. Each year, more and more money has to be spent on the line item for Vehicle Maintenance.

### FIRE MARSHAL

#### Philip Visintainer, Fire Marshall

The Fire Marshal's Office is located in the Building Department of the Town Hall and is responsible for the enforcement of all applicable State and Federal Fire Codes and Regulations and other duties as set forth in the Connecticut General Statutes, as well as other legislation enacted by the Town. Fire prevention is the primary objective of the Fire Marshal, which is promoted through inspections of properties and activities regulated by the Connecticut Fire Safety Code, the administration of the permit process for activities subject to those permits, and by providing public fire education and guidance. The storage, transportation and use of hazardous materials and explosives are under the authority of the Fire Marshal, as well as the administration of Connecticut Department of Environmental Protection Open Burning Regulations, as the Open Burning Official.

During the year, more than 200 site inspections of properties subject to the Fire Code and Regulations were performed. 11 blasting permits were issued, as were 300 Open Burning Permits. Plan reviews were performed of proposed sites and/or buildings for code, regulation and local requirement compliance. 35 hours were spent in activities related to fire prevention education. 38 hours were spent in professional training as required to maintain Fire Marshal state certification.



# Town of East Hampton Annual Report, Fiscal Year 2008-2009

## Departments and Programs

# Health and Human Services

### CHATHAM HEALTH DISTRICT

#### Board Members

Susan Bransfield, *Chairman*  
Peter Hughes, *Vice Chairman*  
Mark Walter, *Treasurer*  
Jared Clark  
Howard Dean  
Kate Morris  
Candace Casale

#### Thad King, Director of Health, Chatham Health District

The Chatham Health District serves the towns of East Haddam, East Hampton, Hebron, Marlborough and Portland.

The Board conducted nine monthly meetings, two special meetings, and two public hearings, from July 1, 2008 through June 30, 2009. Minutes of those meetings are on file at the office of the Director of Health and with the Town Clerk of each participating town.

#### DISTRICT FUNDING

##### Revenues

Municipal	\$431,335
State	\$113,204
Fees	\$80,093
Interest	\$575
Other	\$15,045
<b>TOTAL</b>	<b>\$640,252</b>
Expenditures	\$658,504
Use of Fund Balance	\$18,252

#### DISTRICT SERVICES

##### Permits/Applications

Septic	173
Water Supply Well	149
Soil Testing	170
B-100a and Eng. Plan Review	498
Food Service	258
<b>TOTAL</b>	<b>1,248</b>

#### IN-DISTRICT INSPECTIONS

##### By Category

Day Care	8
Campgrounds	3
Housing Code - heat, water	28
Epidemiological Investigation of EBL > 20 mg/dl and	2
Lead Paint Inspection	2
Public Health Complaints	78
Food Service Establishments	292
Temporary Food Service Events	243
<b>TOTAL</b>	<b>656</b>

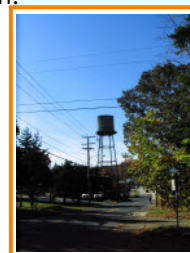
## Now and Then : East Hampton's Water Towers



Water towers have marked the Village Center's skyline for decades and in many ways, told the story of our town's industrial past and the bell-makers who shaped our identity as Belltown USA.

The Walnut Avenue tower (right) came down in 2008, launching a larger project and upgrades to the Village Center's fire system.

The tower shown left, long a fixture on Summit Street residents' horizon, was dismantled in 2007. The Watrous Street tower (right), serves as the lone reminder of water towers, once common features of the Village Center's industrial history.



## Departments and Programs: Health and Human Services (continued)

### HUMAN SERVICES

#### PROGRAM DESCRIPTION: SOCIAL SERVICES

Jane Leary, Coordinator

East Hampton Social Services attempts to find services for those individuals and families in crisis situations. These needs may be financial, medical, shelter, fuel or food related. This can be accomplished by directing clients to the proper agency or in some instances help through town funds.

#### PROGRAM DESCRIPTION: YOUTH & FAMILY SERVICES

Wendy Regan, Director

East Hampton Youth and Family Services provides at no-cost, individual, couples, and group counseling. The agency provides crisis intervention and case management, as well as counseling services, to the East Hampton schools.

The agency has an established working relationship with Connecticut State University's master's level counseling programs. This intern program has given town residents additional availability for counseling that would otherwise not be available due to limited staff and funding. This department has, at no extra expense to the town, an additional counselor(s).

### PROGRAMS

The following programs were offered:

- Juvenile Review Board (in conjunction with the East Hampton Police Department)
- Brave Girls Program
- Youth & Family Services Advisory Board
- Children's Group (Center School)
- After School Enrichment Program (Middle School)
- Holiday Grief Group

East Hampton Youth & Family Services works closely with the Social Services Coordinator, to assist clients with needs such as fuel, emergency food, and referral to appropriate state agencies.

### PROGRAM ACCOMPLISHMENTS FY 2009

- Helped people in crisis situations who were in need of emergency aid, i.e. housing, food, medicine, fuel, transportation, etc., through funds provided by the town and the East Hampton Volunteer Food Bank.
- Attended monthly Youth & Family Services board of Directors meetings, juvenile review boards as needed and determined by Y & F, attended energy meeting given by CL & P, and CRT, Salvation Army meetings, Food Bank Board of Directors meetings, gave talks to organizations, attended any meetings and emergencies as needed.
- Attended C.L.A.S.S. (Connecticut Local Administrators of Social Services) where speakers and other social service agencies keep abreast of new programs for our clientele.
- Administered all evictions for the town from residences including auctions.
- Worked very closely with the East Hampton Volunteer Food Bank and Youth and Family Services.

### PROGRAM OBJECTIVES FY 2010

- Continue to provide aid to clients with immediate needs when in crisis with basic necessities and also to direct to other areas for on-going help. Social Services and Youth and Family Services continue to work together to help clientele.
- Conduct programs with State personnel on programs that East Hampton residents may be eligible for, i.e. Food Stamps, Husky, energy assistance, etc. Clients may sign up and be certified same day in East Hampton office.

#### PERFORMANCE MEASURES: Quantitative

Quantitative Measures	FY2009 Actual	FY2010 Estimated
Social Services		
Call for service	865	1,000
Appointments	130	160
Youth & Family Services		
Families/Individuals served	70/240	80/250

#### PERFORMANCE MEASURES: Personnel

Human Services agencies are staffed by one (1) part-time Social Services Coordinator and one (1) full-time Youth and Family Services Director, as has been the case for many years.

## Departments and Programs: Health and Human Services (continued)

### SENIOR CENTER

Jo Ann Ewing, Senior Center Coordinator & Municipal Agent for the Elderly

Donna Lindstrom, Assistant to the Coordinator

Joe Gulino, Driver (P/T)

Ann Eaton: CRT Food Site Manager

#### Mission

The Senior Center is a community focal point where older adults come together for services and activities that reflect their experience and skill, respond to their diverse needs and interests, enhance their independence, and encourage their involvement in the community. The Center also serves as a resource for the entire community for the information on aging, support for family caregivers, and development of innovative approaches to addressing aging issues.

### Programs and Services Available to Older Adults Age 60 and Over

**Transportation:** Transportation to medical appointments, shopping and personal care is available to seniors and persons with disabilities through the American Red Cross Dial-A-Ride program for a charge of \$1.50 per ride. Applications are available at the Senior Center as well as through the American Red Cross. Financial assistance is available when income requirements are met.

The Center also provides enhanced transportation services to the elderly community, via the East Hampton Senior Van. The driver provides 10 hours of service for recreational and social trips.

**Health Services:** Middlesex Hospital Homecare offers a blood pressure testing twice monthly and Annual Flu Clinic at the Senior Center, as well as periodic cholesterol and glucose screenings. The Connecticut VNA provides a foot care clinic for a fee. The Hartford Hospital provides an annual Mammography Clinic via their mobile unit. In 2009 we held 2 clinics due to the overwhelming response to the first clinic offered.

**Education, Information & Advocacy:** Informational sessions are offered by the Center several time per year. These presentations equip the older adult with timely information related to fitness, nutrition, financial planning,, current legislation, and legal issues, among others. Additionally, the Center sponsors AARP's Defensive Driving program twice annually and offers AARP's free tax preparation assistance.

This year the Bank of America sponsored "Peace of Mind in Retirement". They offered six seminars addressing estate planning, government benefits, How to De-Clutter your life, Caregiver's support and Reverse Mortgages. Computers are available to the older adults with unlimited access to the Internet via high speed connection.

**Social Services/Access to Assistance Programs:** Senior Center personnel help the older adult and disabled process annual energy assistance applications. This assistance is provided through the Community Renewal Team (CRT), with emergency aid available through the East Hampton Food Bank, if needed. We also help people with ConnPace applications, re-determination notices, Medicare Part-D and other documents as needed. Social Service needs are increasing at rapid rate. An average of 6 people enter the Senior Center daily with social service needs.

**Physical Health and Well-Being: Exercise** The senior center offers a variety of exercise programs. During the year, classes such as, tap, and line dance, "Sit and Stretch", etc. are made available for a nominal fee. These classes focus attention on proper breathing and balance-keystones to increased mobility and vitality. The program is continually being challenged by increasing participation and less space to manage the program. At present there are 20+ participants. The Annex multi-purpose room is no longer an appropriate space as there is not enough room. We are now back using the Senior Center meeting area as our exercise room. While this means changing rooms and furniture arrangements daily, the room meets the groups needs, today. An additional instructor and additional time slot may be indicated in the near future to meet the exercise group needs.

This year, we offered a class at Fit Trix through a grant received from the state. Twelve people participated in this 8 week program. Five of these were new to the regular exercise program.



#### Now and Then

The Senior Center's Walking Club has been active for several years. Just as the motto says: East Hampton Senior Center : Where Age Has No Limits!

## Departments and Programs: Health and Human Services

(Senior Center, continued)

**Nutrition:** The Community Renewal Team (CRT) provides well-balanced, nutritional meals Monday through Friday at the Senior Center as well as Meals-On-Wheels programs for the home-bound elderly/disabled senior citizen. CRT meals are funded by the Federal Title III Grants. Approximately 6,000 meals were dispensed over the year. A donation of \$2.00 per meal is suggested. The Food Site manager is always seeking volunteers to deliver the Meals on Wheels to individual homes.

CRT has sponsored several meals to meet the needs of the Senior population and the Senior Center. For example they have provided terrific boxed lunches for when the seniors traveled to the beach. They have provided our birthday cakes this year for the monthly birthday party, and sponsored our Annual Picnic at Sears Park. It has been a pleasure to expand our nutrition program and to reach out to others.

**Social/Recreational:** The Center provides a place for seniors to gather and socialize through various planned program opportunities. Many also enjoy less structured time at the Center a place to chat over coffee, assemble a puzzle or read the paper in the company of others.

This year the Center received a Wii game and the seniors are participating regularly in Bowling Tournaments and increasing their skill levels with golf, tennis, boxing, and baseball. In addition, the Center was able to purchase a 50' wide screen plasma TV via a state grant. The wide screen is a definite enhancement especially for the Wii Games. It made the Bowling Tournament feel like you were in the actual bowling alley. Daily activities include dancing, exercise, cards, singing and hand-chimes, making sojourn bears for cancer patients, and crafting. The Center offers regular shopping trips to various malls and local communities. We also offer educational and cultural excursions, to museums and special events.

**G.I.F.T. Program:** Crafting provides entertainment, productivity and opportunities for community outreach. Seniors bring vast amounts of experience and patience in working with school-age children through the 'G.I.F.T.' program (Generations Investing in Friendships Together) an intergenerational program. G.I.F.T. is a highly successful and active volunteer program which fosters collaboration between the town's seniors and local school children.

**Seniors Helping Seniors:** The Seniors also contribute to the well-being of the community by volunteering for the East Hampton Food Bank, Meals-On Wheels, Red Cross bloodmobiles, and through the Belltown Senior Citizen Club's various community-centered activities. The Senior Center benefited this year from over 4,000 volunteer hours alone, in the office, answering phones and general office duties. Meals-On-Wheels volunteers logged in nearly 2,000 hours and the kitchen volunteers put in approximately 2,500 hours. The Center could not offer all the activities it does without the help of volunteers.

## EAST HAMPTON HOUSING AUTHORITY

Judie Bobbi, Executive Director

Laurie Izzo, RSC

### Board Members

Patricia Dufour, *Chairman*

Jo Ann Ewing, *Vice Chairman*

Monica Kangley, *Secretary*

Ann McLaughlin, *Treasurer*

The Housing Authority of the Town of East Hampton maintains two senior housing complexes; Bellwood Court on West Drive with 30 one bedroom apartments; 22 single @ 410 sq. ft. and 8 double @ 510 sq. ft. and Chatham Acres on Governor Bill O'Neill Drive with 40 one bedroom apartments; 30 single @412sq.ft., 6 double @518sq. ft. and 4 handicap accessible @600sq. ft.

The total number of occupants as of June 30, 2009 was seventy-one. The Housing Authority is required to have a state approved Fair Housing Marketing Plan. As per this plan we advertise for new applicants from January through June each year. To be eligible to apply, a person must be 62 or older or certified disabled under the Federal Social Security Act. Income limits apply according to HUD medium family income estimates that are calculated using the Fair Marketing Rent definitions. The Housing Authority maintains a waiting list for applicants. As of June 30, 2009 there are eighteen names on the waiting list.



## Departments and Programs: Health and Human Services

(Housing Authority, Continued)

The Housing Authority considers both complexes to be in good condition. Upgrades are done as needed and as funds are available either through grants or use of reserves. The Housing Board of Commissioners feel it is essential to keep the apartments in good condition in order to provide safe, decent and affordable housing choice for our residents and those seniors of low to moderate income who are looking to apply.

The Housing Authority receives a Grant from the Department of Economic and Community Development for a part time Resident Services Coordinator (RSC). The RSC helps the residents apply for programs and needed services and coordinate social activities and informational programs.

The Housing Board of Commissioners is planning on reviving the congregate housing project that was planned in the early 90's. The Housing Authority put out a survey in May 2009 to gather the interest of our town's citizens and also of seniors in the surrounding towns. We received a very positive response to the survey which the Board felt showed a need for this type of rental housing in East Hampton. The Board has interviewed three consulting firms who have experience in development of various types of housing and the expertise in finding various sources of funding. Soon one firm will be chosen and the first step will be to have a feasibility study done.

## Departments and Programs

# Public Works and Utilities

### PUBLIC WORKS DEPARTMENT

Keith Hayden P.E., Director

The Public Works Department is responsible for the maintenance of the Town's infrastructure, some of which includes the following: sweeping 82.8 miles (165.6 lane miles) of improved roads, bituminous pavement repairs, cleaning of approximately 2037 catch basins, and maintenance of the Town's drainage system.

The Department continually installs new street and traffic control signs as well as the repair, replacement and cleaning of existing signs. Inspection of all new roads and driveways being constructed as well as work being performed in the Town's right-of-way, i.e., CL&P crossings; cable t.v. crossings, etc. are done by the Public Works Department.

In the spring and once again in the fall, the Department grades approximately 7.2 miles of unimproved roads as well as touching them up after severe rainstorms.

The Department is also responsible for the maintenance of five local cemeteries and assisting the Park and Recreation Department in the maintenance of Sears Park. Public Works operates the Town's transfer station approximately 52 days per year.

In-house services are provided to the Board of Education, which includes sweeping parking lots, cleaning catch basins and plowing and sanding parking lots. Public Works also works closely with Parks and Recreation, Facilities and the Police Department on special projects.

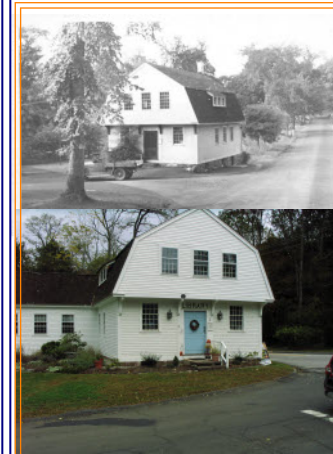
The Department's primary objective in the winter months is snow removal work.

During storms, the Department also plows and sands 7.0 miles of sidewalk and performs maintenance on equipment.

Department personnel also respond to emergencies at the request of the Fire and Police Departments.

### Now and Then

The Middle Haddam Public Library celebrated its centennial year in 2009. Originally dedicated in July 1909, the library has for 100 years served as a center



of community life in an historic Village, previously home to more than a dozen sea captains and the several shipyards.

The library serves as a focal point for community gatherings and routinely offers a variety of cultural events featuring writers, poets; artists, artisans, and craftsmen, as well as local musicians.

## Departments and Programs: Public Works and Utilities (continued)

### WATER POLLUTION CONTROL AUTHORITY

Mark Barmasse, Chairman

Vincent F. Susco, Jr., Public Utilities Administrator

Effective January 2, 1979 Town Ordinance 4.02 created a Water and Sewer Commission for the Town of East Hampton, which is designated as the Water Pollution Control Authority. The Authority is responsible for the operation of the Town's water and wastewater systems under Chapter 102 and 103 of the Regulations of Connecticut State Agencies. The Water Pollution Control Authority is a seven member board which meets every first Tuesday of the month.

**WASTEWATER:** In 1978, an inter-municipal agreement between East Hampton and Colchester (Joint Facilities) was entered into which governed the construction and operation of the Joint Facilities Water Pollution Control Plant located in East Hampton. This wastewater treatment facility originally was intended for the public sewerage needs of East Hampton and Colchester and was designed to process an average daily flow of 3.9 million gallons. Final design approval from the Connecticut Department of Environmental Protection (CTDEP) allowed for future expansion capabilities to 7.0 mgd in order to regionalize the area by including portions of the towns of East Haddam, Lebanon, Marlborough and Hebron. Currently parts of East Hampton, Colchester and Hebron are being served. In 2006, the CTDEP approved the request of the Joint Facilities to add the eastern portion of Portland to the planning area. In 2009, Marlborough will be completing a major wastewater project to connect its central business district and surrounding areas of Lake Terramuggus. The treatment process utilizes an activated sludge system to remove approximately 90% of the major pollutants and for over 25 years this system has faithfully accommodated the needs of the served communities.

To keep the waters of the state clean the Joint Facilities consists of the Public Utilities Administrator, a Superintendent, a staff of five certified wastewater operators, one laboratory technician and one fulltime and one part-time office staff. In addition to operating the wastewater treatment plant and collections systems in Colchester and East Hampton the Joint Facilities also provides contract services to Hebron and in 2009 the Town of Marlborough. In the Town of East Hampton the WPCA is directly responsible for over 34 miles of collection system and 20 lift stations. The East Hampton WPCA operating budget ending June 30, 2009 was \$964,676.00, which included \$620,239.00 as East Hampton's share of the Joint Facilities budget.

Users of the East Hampton wastewater system currently pay \$270.00 per Equivalent Dwelling Unit (EDU) for the annual use of the system. Users that have a grinder pump that is maintained by the WPCA pay an additional \$80.00 per year. Based upon the population served this user rate is at the median of a 16 town average. Pursuant to regulations established by the State Department of Environmental Protection (CTDEP) the WPCA operates under an "*Enterprise Fund*" i.e. all fees paid by the users of the system must be used for the operations and maintenance of the wastewater system. There is no Town tax revenue used for the operations or maintenance of the wastewater system.

In 2002 the Commissioner of the Department of Environmental Protection ordered that a Facility Planning Study be commissioned to investigate the improvements necessary at the Joint Facilities Water Pollution Control Plant and collection systems within the Towns. This study was necessary in order to achieve future State and Federal water quality goals while providing for expected future growth within the wastewater service areas of a seven (7) town region as portions of the east side of Portland were added to the regional plan. In June of 2005 the Joint Facilities submitted its' Facility Plan to the DEP containing \$25,000,000.00 of wastewater improvements for the next 20 years. The plan is under review by the CTDEP.

Although development in the Town has slowed, the WPCA completed one of the largest infrastructure projects since the wastewater system was built with the addition of the Marlborough Wastewater system. This 225,000 gallon per day project was conceived in 2002 and provided the Town a unique opportunity to provide wastewater service to the Town's Design Development Zone (DDZ) along Route 66. By designing a collection system that took advantage of the work the Town of Marlborough was performing in East Hampton, the WPCA installed multiple piping to accommodate the DDZ. These three wastewater collection systems were installed in the one trench allowing the Town's DDZ to be served at a fraction of the cost. All funding for this project was generated thru the WPCA, no tax dollars were used.

## Departments and Programs: Public Works and Utilities

(Water Pollution Control Authority, Continued)

### WASTEWATER (continued):

Providing wastewater service to the DDZ required one additional wastewater lift station building bringing the Town's total to 20. The increase in the number of pump stations and the ever increasing environmental regulations to protect our environment in the future will directly impact the 3260 users and the current sewer use rate. It is the intent of the Authority that a substantial portion of the cost of the needed infrastructure improvements to our 25 year old facility will be funded through a combination of CTDEP grants and/or low interest loans to reduce the impact on sewer users.

**WATER:** The Town is the Exclusive Service Area provider for potable water service for the majority of the Town. East Hampton has historically relied upon individual on-site rock wells for water. Over the last several years an increasing number of quality and quantity problems, incidents of contamination, iron and manganese problems, as well as decreasing water table levels, have been identified in the Town. In some areas these incidents of contamination have rendered the water unsuitable for drinking. The full extent of groundwater contamination in East Hampton is not known as groundwater moves very slowly and it may take many years before an affected area is recognized.

Within the Town there are over 60 Community Water Systems (CWS) ranging from those which serve housing developments on an annual basis to those that serve public buildings, schools, churches, campgrounds, stores, restaurants, etc. which serve 25 individuals or more on an intermittent basis. The Town owns and through the WPCA operates two of these CWS, the Town Center Water System (TCWS) and the Royal Oaks Water System (ROWS).

In 2009, the operation of the TCWS entered a new era of efficiency with the rebuilding of the water treatment plant pursuant to a Department of Health Service Consent Order. Gone are the days when a leak at a customer's premise would render the system inoperable or the need to notify the Department of Health that we were required to purchase water in order to keep the system pressurized. The TCWS can now be operated in a more cost effective manner with a greater degree of dependability while providing additional limited service to the Village Center.

In 2005, the WPCA began operating the Royal Oaks Water System (ROWS) off of Smith Street which when completed will serve 82 residents; presently there are 67 customers. In 2006, the WPCA expanded this water system to interconnect the Memorial Elementary School (MES). This interconnection provides safe, clean and reliable drinking water service for all that use the building and provided closure to a long standing DOHS Consent Order against the Town and MES.

The WPCA, through contract services with several State certified water treatment and distribution operators, is responsible for the day to day operations of both of these systems. Due to their small size no *Enterprise Fund* presently exists for the water budget and the Town's General Fund contributes to the operation and maintenance of these water systems. Water rates established by the Town Council strive to minimize this contribution from the Town's General Fund while maintaining a balance with surrounding communities.

For the immediate future additional Community Water Systems are possible within the Town's ESA. To address *future* operational and fiscal concerns the Town recently adopted "Regulations for Acceptance of Public Water Systems under the Certificate of Public Convenience & Necessity" for those systems operated by the WPCA. The long term solution for potable water in East Hampton remains a centralized water system which continues to be pursued through the Town's Water Development Task Force and WPCA.

### Now and Then



In FY09, the south side of our town's Route 66 commercial corridor underwent change. Owing to \$500K in CT STEAP Grant funding, improvements included installation of curbs, sidewalks, decorative crosswalks, trees, and ornamental lighting, among other improvements.





# Town of East Hampton Annual Report, Fiscal Year 2008-2009

## Departments and Programs

# Culture and Recreation

### PARKS & RECREATION

Ruth G. Plummer, Director

#### Parks & Recreation Advisory Board

Richard Norkun, Chairperson

Timothy S. Csere, Vice Chairperson

Tim Adams, John Wright, Mark Vickery,  
Dan Roy, Len Heroux

The Parks and Recreation Department's strategic plan to improve efficiency in the delivery of services continued into the 2008-2009 fiscal year. The capital improvement projects that were funded invested in more proficient equipment, improvements, and preventative maintenance of facilities and grounds. Operating budget initiatives also targeted improvements to parks and grounds, as well as improving performance levels of service delivery, and better resource alignment.

**Operating Budget:** The Parks and Recreation Department's total approved operating budget was \$349,208. This amount reflected a .03% increase over the previous year's budget. The department's portion of the town's operating budget accounted for .936% of FY08-09's \$37,283,721 approved budget.

**Capital Improvement Budget :** Parks and Recreation's portion of all capital improvement funding accounted for 5.943% of \$1,312,400, the town-wide capital improvement budget for FY08-09. Descriptions of capital expenditures follow:

Amount	Capital Improvement Project
\$15,000	Ride-on mower and walk behind mower
\$10,000	Tennis Court repairs at the High School
\$12,000	Repairs and staining of Leathers Playscape
\$15,000	Track sinking fund
\$10,000	Sears Park Master Plan schematics

#### Now and Then

Our residents "unlock the fun" of fitness and recreation and build life-long skills and camaraderie via our year-round programs and facilities.



**Sears Park Stickers:** Sears Park sticker sales generated \$22,141 in revenue for the 2009 season: 884 vehicle; 145 senior and 213 boat stickers were sold. Improvements were made to the driveway and boat parking areas in Sears Park (funded out of the Sears Park boat launch improvement fund).

**Sears Park Master Plan:** A master plan of Sears Park was completed. The schematics took into consideration programming needs, patron safety, environmental concerns and traffic flow. The plan was adopted by the Town Council and will be the framework for future design and construction plans as funding allows.

**Recreational Programming:** Recreational programming continues to be a strong service area for the department. During FY08-09, program-revenue totaled \$221,000. The department supervised 230 program instructors, staff, and volunteers; administered 275 programming sessions/classes; processed 3,772 enrollments, and produced 20 publications. Forecasts of programming figures for FY09-10 are slightly lower due to the economic recession.

**Maintenance Responsibilities:** Park & Rec's maintenance responsibilities include 93 acres of school grounds and athletic complexes, Sears Park, town-owned open space, trails, and some small areas in the village center. The town's beautiful grounds and athletic fields are the direct result of the hard work of 2 full-time and 3 seasonal parks maintainers.



## Departments and Programs: Culture and Recreation (continued)

### EAST HAMPTON PUBLIC LIBRARY

Susan M. Berescik, Director

**Service Outcomes:** The library uses outcome measures; formal and informal feedback, and local data to evaluate public interest in and sustained use of the services we offer. Our services grew in FY09 and the pace of growth picked up notably in the last quarter of the year, with the opening of the new Main Street Bridge. Fiscal year highlights include:

- The library circulated over 129,700 items in FY09, a 3.9% increase over FY08. The library's circulation was equivalent to every resident borrowing 10.3 items.
- In-person library visits exceeded 104,000, a 6.5% increase. Remote usage of our online services jumped by 19%. Inviting, reputable, and locally-sensitive online services continued to attract interest in and use of in-person services.
- Provided deposit collections to five locations and expanded outreach visits to local childcare centers; delivered over 2,600 books to non-library locations, including the Sears Park summer camp.
- Program attendance increased by 5.3%; the number of programs by 2%. Over 13,000 people attended library programs in FY09; our programs offered literacy-based, cultural, and enrichment opportunities to people of all ages.
- Our staff fielded 13,000+ reference questions in FY09, by phone; email, and beginning in late third quarter, via a limited IM pilot program. Ease of contact generated a 27% increase in use of our reference services.
- Friends of the Library and youth volunteers continued to help the library connect to the community. In FY09, 50 volunteers contributed a total of 2,500 hours; these hours were expended on managing the Friends Book Store and assisting on narrow projects. Volunteers were, by majority, middle/high school students and active older adults with a strong interest in public service.
- Exceeded estimates on revenue returned to the town via collection of fines and service fees, with no substantive decrease in public good will.
- Our staff used state of the art software to facilitate near 2,200+ interlibrary loan requests. Owing to greater emphasis on local services and collections, the library loaned more than it borrowed.
- Expanded library presence on the Internet using Web 2.0 tools; web logs in particular took hold with the public as a convenient way to access information about our services.

In total, EHPL services remained an exceptional value in FY09; per capita library cost was \$33 or less than \$.64 per month, per capita.

## Departments and Programs

# Education

### EAST HAMPTON BOARD OF EDUCATION

The Board of Education developed the following goals for 2008-2013:

- 1 The Board of Education will develop a long range plan to implement the East Hampton Public Schools Vision Statement. **Timeline: October 2008 – June 2010**
- 2 A review will be conducted of district facilities and infrastructure needs and a plan developed/created and implemented for addressing these needs so that they reflect 21<sup>st</sup> century educational standards. **Timeline: October 2008 – June 2009**
- 3 An evaluation will be conducted of the alignment of programs, curriculum, instruction and assessment by grade level and content area, within a framework of prioritized resources and structures, to create a pathway of continuous improvement of student achievement for all students. **Timeline: October 2008 – June 2013**
- 4 A review of the current district technology plan will be conducted, appropriate recommendations will be made, and the implementation of the technology tools and student management system will be monitored and evaluated. **Timeline: October 2008 – June 2009**

## Departments and Programs: Education (continued)

### GOALS

**Goal 1:** The Board is appointing a group which spans the community to work with administration on developing a vision statement this year. This group will also provide guidance for the format of future planning.

**Goal 2:** This year the Board Chairperson and the Superintendent served on a facilities task force whose charge was to develop a plan for improving school and town facilities as a package. The Board of Education subsequently approved a motion which would send a recommendation to the Board of Finance and Town Council to build a new Center School and to renovate the high school. The Transportation, Buildings and Grounds Committee has continued to work on having the schools develop educational specifications. This committee is also following up on the need for a new roof at Memorial School and the replacement of the underground oil tank. This work continues into the 2009-2010 school year.

**Goal 3:** During the past two years, significant professional development has taken place during which the staff moved on to develop consensus maps in Curriculum Mapper and was trained in the developing of Enduring Understandings and Essential Questions using Understanding by Design as the foundation for curriculum writing. During the past year, the following curriculum has been completed or nearly completed:

- K-8 Language Arts,
- K-8 Mathematics,
- K-10 Science,
- Chemistry, levels 1 & 2, AP Statistics,
- Physics and,
- Mathematics and Language Arts probes and universal screenings for the SRBI process.

Staff have also been trained in the SRBI (scientific researched based interventions) model and in how to use the data the universal screens and probes give them on students. Data teams have been formed at the grade level, course, school and district level to ensure that appropriate student data is analyzed and used to improve instructional practice. This is a regular education program designed for use by all districts by the State Department of Education to provide early intervention for students.

The Sitton spelling program was piloted and will be implemented in the 2009-2010 school year. This program teaches high frequency words to students and holds them accountable for always spelling them correctly. This is a departure from the weekly memorized list of words which is often quickly forgotten and rarely transferred to the student work.

The results of the Connecticut Mastery Test (CMT) administered to grades 3-8 and the Connecticut Academic Performance Test (CAPT) administered to grade 10 showed tremendous improvements in many areas. School Improvement plans targeted these assessments in every school with specific plans for action.

**Goal 4:** Since the last annual report, the Board of Education has made enormous changes in the technological capacity of the school district. Through creative use of a leasing arrangement, the Board was able to refresh the entire high school and much of the middle and elementary schools with state of the art computers. A special donation from the Department of Agriculture of high end, two year old computers and lap tops has enabled us to upgrade the rest of the middle school. Some wiring was done and a computer lab was installed in Memorial School. The current lab at the middle school was upgraded and the multi-use lab was also restored to useable condition. Smart Technology has been installed in 7 areas in the high school including the media center with two in the middle school and one in each elementary school. Training for teachers will begin in September 2009.

The technology plan was revised by a district wide committee of teachers, technicians and administrators. The plan was reviewed by Learn, the local area RESC, approved by the Board of Education and submitted to the State Department of Education in the spring.

The school district was able to take advantage of a Comcast cable program which provides free cable to the schools. We now use the cable for much of our traffic which has greatly improved the capacity of the network.

## Departments and Programs: Education (continued)

### Now and Then



The Chatham Historical Society is dedicated to preserving and sharing knowledge about our town's rich history. The society operates a museum complex on Bevin Blvd.

The Director of Support Services continued researching programs and services that will enable students of special needs to remain in district and budgeted for programs and services that will allow some students who are presently out placed to return to district where they will be educated with their peers. During the 2008-09 school year, The Learning Center was developed and implemented in partnership with East Haddam Public Schools. The lower level of the American Legion Building was converted into a facility for these students with a capacity of 8-10 students. This program has had three major impacts; first, our students are able to stay in their home community; second, there has been considerable cost savings in outplacement tuitions and third; this was a wonderful opportunity to form a partnership with another community.

There is a teacher, a social worker and a paraprofessional working in this program. All students take their course work using the Virtual Learning Academy sponsored by Learn and use computers to access their online learning. The teacher oversees and supports their learning. There is also a vocational component to the program provided by Kuhn, an agency based in Middletown. Workers come to East Hampton and work with students to prepare them and provide experiences for them in the real world of work.

## Departments and Programs

# Regulatory

### PLANNING, ZONING & BUILDING DEPARTMENT

James P. Carey, Administrator

The Planning, Zoning and Building Department is responsible for the regulation of building construction and the administration of land use regulations and requirements. It staffs and supports the Planning and Zoning Commission, the Zoning Board of Appeals, and committees and sub-committees thereof. It shares staffing responsibility with the Public Works Director for the Inland Wetlands and Watercourse Agency. The Building Officials enforce the provisions of the Ct. State Building Code and enforce the Zoning Regulations.

In fiscal year 2008-2009 the building department performed 973 residential and commercial inspections. These inspections included electrical, mechanical, plumbing, structural and finish inspections.

Six hundred eighty-six existing homes and businesses were expanded, renovated or otherwise improved and 16 new housing units were constructed during 2008-2009. The expansion of an existing shopping plaza and construction of a medical office building were approved.

The Planning and Zoning Commission, the ZBA, and the IWWCA meet monthly to hear matters such as subdivision applications, site plans and other land use matters. The Planning and Zoning Commission continues to utilize and review the Plan of Conservation and Development and works to improve the Zoning & Subdivision Regulations.

Fees are collected for building, zoning, electrical, plumbing, and mechanical permits. Subdivision, wetlands permits; variances and site plans are also subject to application and inspection fees. This revenue is intended to offset the costs associated with the administration of the functions of the department. These fees were in excess of \$85,000 for fiscal year 2008-2009.

## Departments and Programs: Regulatory (continued)

The office is staffed by an Administrator (serving as a Zoning Enforcement Officer, Building Official, and Town Planner). In August 2008 an office technician was added to the staff, bringing that number to two, and in September 2008 a building official (also assisting with Zoning Enforcement) was added to the department staff. In January 2009 the Chatham Health District relocated to their new facility at 240 Middletown Avenue allowing the Planning, Zoning and Building Department to expand to full use of the building available to it and improving both functionality and efficiency. Office hours are 8:00 A.M. – 4:00 P.M. Monday, Wednesday and Thursday, 8:00 A.M. – 7:30 P.M. on Tuesday and 8:A.M. – 12:30 P.M. on Friday. The office is located in a building directly adjacent to the Town Hall at 20 East High St. The telephone number is 860-267-9601.

Further information regarding regulations, activities of the boards and commissions etc. can be found at <http://www.easthamptonct.org/>

### COMMUNITY & ENVIRONMENTAL PLANNING DEPARTMENT

Kerry Nielson, AICP

The Community and Environmental Planning Department is responsible for a progressive land philosophy, quality growth, sustainability, and historic preservation and is made up of the Director of Community & Environmental Planning. The director focuses on this philosophy while looking at economic development and redevelopment opportunities in the East Hampton Village Center and other commercial corridors within Town. The director staffs and supports the Design Review Board, the Economic Development Commission in conjunction with the Town Manager, and the former individual Conservation and Lake Commissions. The department also supports the goals of the East Hampton Plan of Conservation and Development for guiding future development and visioning future plans for the town.

This department was newly formed in 2009 to address the growing needs of the Town's community and environmental planning goals and to emphasize the importance the Town of East Hampton puts on its treasured natural resources including state parks, the Salmon River, Connecticut River, Lake Pocotopaug and other natural resources. The department functions to help achieve economic, redevelopment, and natural resource protection goals. In the near future the director will be drafting a guiding principles document or vision for the Town to guide future goals for growth, preservation, and other ideas to envision where the town sees itself in the coming years. Since the director was hired this past March, the following has been accomplished this year. The department assisted a town consultant in putting together an application for the Small Cities Community Development Block Grant for Senior Center renovations and the department also began work on a grant application for the Federal Clean Water Act, Section 319 Nonpoint Source Pollution Management Grant for improvement of water quality in Lake Pocotopaug. The submitted application involved a two part project for an area east of the lake with improvements in catch basins/leaching basins to achieve more infiltration for stormwater and hopefully help to achieve less flooding in that area. The second part involves a subwatershed with drainage area that includes Sears Park and will potentially help with stormwater management and erosion control within the park. The department also followed up with the much anticipated report titled "Use of the Lake Loading Response Model (LLRM) in TMDL Development for Lake Pocotopaug, East Hampton, CT ", which was completed in June and gave analysis of years worth of water sampling in the lake and provided management actions for each of the subwatersheds in the lake's watershed, to help achieve better water quality in Lake Pocotopaug. The director was also able to complete some fieldwork with the consultant, Dr. Ken Wagner of AECOM, who completed the report. The fieldwork completed the analysis for the report and was quite educational all around in seeing the water quality issues firsthand in the watershed.

Additionally, work was started which began analyzing the report that was completed for the town this past January and titled "Functional Assessment Review and Recommendations". The director commenced work on an "orientation manual" to assist new members of East Hampton boards and commissions, and orient them to the practices and expectations of the Town of East Hampton and to help streamline practices within these committees, per one of the operational recommendations in the report.

The Economic Development Commission and Design Review Board meet monthly to discuss their respective issues. The Lake Commission and Conservation Commission were meeting as individual commissions up until June when the two commissions were merged into one group named the Conservation-Lake Commission. Both the Lake and Conservation Commissions were meeting on a monthly basis to discuss current lake topics and conservation topics for East Hampton.



## Acknowledgements

### Content Contributors

The Town of East Hampton's Annual Report for Fiscal Year 2008-2009 was prepared by the Town Manager's office in cooperation with town officials, agency heads, and boards or commissions, who supplied the content.

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Terry Prestash  
Thomas Wells

### Historical Information

Certain historical information conveyed in the [Now and Then](#) news boxes shown throughout this report was obtained by way of collections held by the Chatham Historical Society, East Hampton and Middle Haddam Libraries.

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# Annual Report, Fiscal Year 2008-2009

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